



CITY OF MORGAN HILL

17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

Planning Division (408) 779-7248

ARCHITECTURAL AND SITE PLAN REVIEW

Including: Site Plan Review & Preliminary Plan Review

Filing Requirements

A. PURPOSE

The Architectural and Site Review process is intended to allow for review and approval of plans for all structures, physical improvements and any relocation, addition or extension to, or exterior change of existing buildings by the city's Architectural and Site Review Board. This process is required prior to a building permit or other permit authorizing construction under Section 18.74.130 of the Municipal Code.

All site review applications are reviewed for consistency with policies and guidelines contained in the **Architectural Review Handbook** for the City of Morgan Hill. Copies of the Handbook are available for purchase at the Community Development Department. Applicants are advised to design projects consistent with the policies contained within the Handbook.

B. FILING REQUIREMENTS

1. Initial Submittal:

- a. Uniform Application.
- b. **Six (6)** sets of submittal plans (see Section C).
- c. **Six (6)** sets of submittal plans reduced to 11" x 17" in size.
- d. **Six (6)** additional sets of full size (1"=10' scale) landscape plans.
- e. **Six (6)** color copies of the material sample board.
- f. Current Title Report (maximum 6 months old).
- g. Environmental Notice Requirements, if applicable (see Section F).
- h. Public Notice Information (see Section G).
- i. Environmental checklist.
- j. Public Notice/Project Identification Sign (see Section G).
- k. Filing Fees (see Fee Schedule attached to the Uniform Application).
- l. Material Sample Board (see Section D).
- m. Finish schedule (see Section E).

2. Final Submittal:

- a. **Six (6)** sets of the final plans reduced to 11" x 17" in size, and **six (6)** additional sets of landscape plans at 1"=10' scale.
- b. In accordance with Assembly Bill 3158, Chapter 1706, the County Clerk's Office will be charging the following fees for processing environmental documents:
 - o \$25 for processing Notice of Determinations;
 - o \$1,250.00 for processing Negative Declarations which require review by the State Department of Fish and Game; and
 - o \$850.00 for processing Environmental Impact Reports which require review by the State Department of Fish and Game.

The project planner will inform you as to the amount which will be required, if any, for environmental work relevant to your project. Any check(s) required should be made payable to the "County Clerk" and shall be submitted as part of the final submittal.

C. SUBMITTAL PLANS

1. Plan Preparation:

- a. All plans shall be drawn on uniform sheets of 11" x 17" or larger. Plans shall be **no greater** than 24" X 36" (or as approved by the Community Development Department).
- b. All plans shall be stapled together along the left margin.
- c. All plans shall be folded into 1/8 sections or folded to a size not to exceed 9" x 12".
- d. All plans shall be clear, legible and accurately scaled.

2. Site Plan

- a. Scale: Engineering scale not to exceed 1"=40'.
- b. The following information shall be included on the plan:
 - o Name, address, and phone number of applicant, architect and/or engineer.
 - o Graphic scale and north arrow
 - o Vicinity map.
 - o Data table to include:
 - Assessors Parcel Number
 - Site area

- Structure size
 - Zoning
 - General Plan designation
 - Number of parking spaces required/ratio per square foot
 - Number of parking spaces provided/ratio per square foot
 - Lot coverage
 - % Building
 - % Parking
 - % Landscaping
 - % Hardscape
 - Floor Area Ratio: The FAR calculation shall include the square footage of the ground floor (entire building footprint) and the total second floor, expressed as a percentage of the overall lot size.
- o Property lines and dimensions.
 - o Location, elevation, and dimension of all existing and proposed structures.
 - o Location and dimension of all landscaping, including pedestrian walkways.
 - o Location and dimension of driveways, parking areas, loading zones and number of parking stalls.
 - o Location of all structures, driveways, parking areas, trees and drainage courses within 100' of the perimeter of the subject property.
 - o Zoning and existing land use of adjacent parcels.
 - o Location of utility connections.
 - o Location and dimension of all proposed public improvements.
 - o Building envelope.
 - o Dimension of all building setbacks.
 - o Phasing of the project, if applicable.

3. Landscape Plan

- a. Scale: Engineering scale not to exceed 1"=10'. A smaller scale may be allowed with prior staff approval. Smaller scale plans shall include details at a 1"=10' scale.
- b. The following information shall be included on the plan:
 - o Name, address, and phone number of applicant, architect, engineer and/or landscape architect.
 - o Graphic scale and north arrow.
 - o Location of all proposed buildings, paved surfaces, transformer and other utility connections, walls/fences, curbs and sidewalks.
 - o Roof outlines including eave overhang.

- Location and type of all existing plant material: trees, shrubs and groundcover.
- A planting legend that identifies plant varieties (botanical and common names), sizes, quantities, location, and spacing.
- Location and elevation of mounding, if proposed.
- All residential projects shall provide the following:
 - A typical front yard landscape plan shall be prepared for each floor plan proposed. The plan shall be at a 1"=10' scale and on a sheet size of 8.5" x 11".

4. Conceptual Grading Plan

- _____ a. Scale: Engineering scale not to exceed 1"=40'.
- b. Grading plans must be prepared by a Licensed Civil Engineer.
- c. All items (existing and proposed) shall be drawn to scale and clearly defined with distances, spot elevations, gradients, contours, details, cross sections, flow arrows, etc.
- d. Proposed items shall be designated with solid lines, existing with small dashes, and future with long dashes.
- e. The following information shall be included on the plan:
- Name, address, and phone number of applicant, architect and/or engineer.
 - Legend, north arrow, scale, vicinity map.
 - Contour grading.
 - Maximum contour interval will be as follows:

Slope	<u>Less than 2%</u>	<u>2% - 5%</u>	<u>5% - 10%</u>	<u>Over 10%</u>
Interval	1'	2'	5'	10'
 - Cross-sections at all property lines.
 - Drainage and flood control facilities; size and type.
 - Easements, property lines, rights-of-way.
 - Separate cut and fill areas (quantity to be called out on plan).
 - Erosion control measures.
 - Existing features within, and 100' beyond the site boundaries (label to remain or to be removed); natural ground, trees, structures, drainage courses, streets, trails, slopes, wells, etc.
 - Proposed grading; structures, curbs, retaining and/or sound walls (top and footing elevations), gutters, pavement, walks, swales, mounding, slopes, open space, trails, etc.
 - Shade pavement areas and slopes 20% or steeper.
 - Streets; cross-sections (every 50'), improvements, right-of-way, etc.
 - Structures; footprints, pad and floor elevations, etc.

5. Illustrative Building Elevations

- a. Scale: No less than 1/4"=1' (large projects no less than 1/8"=1' with 1/4"=1' details.
- b. Illustrative building elevations showing **ALL** sides of proposed (and existing, if applicable) buildings and structures.
- c. All elevations shall be unobstructed by other illustrations (trees, people etc).
- d. The following information shall be included on the plans:
 - o Name, address and phone number of the applicant, architect and/or engineer.
 - o Material type, dimensions and textures.
 - o Location of building address.
 - o Shading, as applicable, to give the elevations some graphic dimension.
 - o Roof top mechanical equipment screens.
 - o Include an existing grade to ridge dimension and a proposed grade to ridge dimension
 - o Painting plan indicating where each color of the proposed paint palette will be used on the building.
- e. Provide cross-section of building with proposed grades. Cross sections shall include roof screens and depiction of any roof top equipment to illustrate proposed methods of screening
- f. Colored elevations are encouraged but not required.
- g. Detail of proposed trash enclosures and fencing.

D. MATERIAL SAMPLE BOARD

1. Size: **Not to exceed 8 ½" X 11"** (MUST fit into project file).
2. The material sample board is intended to provide a fair representation of the major exterior materials to be used on the project together with colors and stains.
3. The board should be of rigid material (cardboard or foam board, not wood) and have small samples or photographs of the materials. Color samples should be accompanied with manufacturers name and identification number.
4. Six (6) color copies of the material sample board
5. Photos of the front elevations of buildings adjacent to the site.

E. FINISH SCHEDULE

1. A finish schedule for each building, or for each elevation of each floor plan offered within a residential subdivision.

2. The finish schedule shall include the following:
 - a. Details of all materials proposed on the exterior of the structure.
 - b. Dimensions of all trim.
 - c. Window type.
 - d. Siding material make, name and dimension.
 - e. Door material and type.
 - f. All exterior “options” shall be listed and described. Any finishes listed on the schedule as “optional” shall also be called out on the elevations as an “option.”

F. ENVIRONMENT NOTICE REQUIREMENT, if applicable

1. Typed list of all property owners and/or occupants contiguous to the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers).
2. Stamped, addressed, legal size envelopes (do not use postage meter and no return address) of all property owners and/or occupants from above list.

G. PUBLIC NOTICE REQUIREMENTS

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessors Parcel Numbers).
2. Stamped, addressed, legal size envelopes (do not use postage meter, and no return address) of all property owners from above list.

H. PUBLIC NOTICE/PROJECT IDENTIFICATION SIGN

1. Detailed elevation of public notice sign required by Section 18.02.085 of the Zoning Ordinance. Said elevation shall include dimensions of the sign (*), required language (**), color, size and letter style of sign copy, color and material of sign.
2. Site plan, showing exact location of required public notice sign.
3. Installation detail showing cross section through sign and installation information such as specifications of hardware and materials.
4. There are two sizes of public notice signs:
 - a. A 2' x 3' with a maximum overall height of 8' for “minor” projects. Minor projects consist of minor subdivisions of four or fewer parcels, and conditional use permits and site and architectural reviews which do not involve the establishment of new buildings on vacant sites.

- b. A 4' x 8' with a maximum overall height of 8' for “major” projects. Major projects include subdivision of five or more parcels, and conditional use permits and site and architectural reviews which involve the establishment of new buildings on vacant sites.

Exceptions to the use of 4' x 8' signs, allowing for use of the smaller sign, may be made by the Community Development Department - Planning Division if it is not practicable to install a large public notice/project identification sign.

- ** Up to 75% of the overall sign area must be used to provide a general description of the project and the name of the project applicant. The public notice portion of the sign message must constitute at least 25% of the overall sign area and notify the public of the nature of the proposed project (e.g., the number of homes, size and type of commercial/industrial building, etc.), as well as provide the following message:

“For more information about this proposed project, contact the City of Morgan Hill Community Development Department, Planning Division, 17555 Peak Avenue, Morgan Hill, CA 95037 - (408)779-7248" and refer to File No. ____.” (The file number is assigned to the application by the Planning Division at time of application submittal).